



## SOLICITATION ADDENDUM

Solicitation Number: IFB 22-FMD-022 (KP) Addendum #1 Page 1 of 5

Solicitation Due Date: Wednesday, August 25, 2021 1:00 p.m. Local Time

**CITY OF PHOENIX**  
Procurement Division  
200 W. Washington Street  
7th Floor  
Phoenix, AZ 85003  
Phone: (602) 256-5634

### DOWNTOWN CUSTODIAL SERVICES

**REMOVE AND REPLACE:**

Remove SECTION V – SCOPE OF WORK, Bid Item No. 4, Calvin C. Goode Building, Cleaning Schedule, in its entirety, and replace with the following:

<b>Cleaning Schedule</b>	Monday- Friday
	5 Custodians 6:00am to 2:30pm
	2 Custodians 9:30am to 6:00pm
	1 Lead Custodian 6:00am to 2:30pm

**QUESTIONS:**

**Question 1:**

The term as stated in RFP Section I Article 1.1 on page 4 of the RFP includes “four one-year options to extend.” Are contract extensions subject to the mutual agreement of the parties, or is extension the sole prerogative of the City?

Response 1:

All agreements shall be in writing and contract changes, including contract extensions, shall be by written amendment signed by both parties.

**Question 2:**

RFP Section I Article 25 on page 13 of the RFP requires the successful bidder to provide a Performance Bond. Are all bidders required to submit a Consent of Surety with their proposal?

Response 2:

See Section I – Instructions, Items 24 – Statement of Bonding Ability. This is a requirement for all Offerors submitting a bid.

**Question 3:**

Can Section II Article 8.2.1 on page 25 of the RFP be revised to give the Contractor the reciprocal right to terminate the contract for convenience on 120 days’ written notice to the City?

Response 3:

Section II – Standard Terms and Conditions, Item 8.2.1 will remain unchanged.

**Question 4:**

We note the parameters on price adjustments set forth in Section III Article 1 on page 27 of the RFP. Can that Section be revised to permit further rate adjustments when and as needed to recoup increases in the following costs that are outside of the Contractor’s control: Federal, state or local taxes, levies, or required withholdings; costs under collective bargaining agreements; minimum, prevailing and living wage rates and other statutory requirements, such a legally mandated sick leave costs; and medical and other benefit costs?

Response 4:

Offerors have the responsibility to consider all required laws and other factors and price accordingly. Pursuant Section III, Special Terms and Conditions, Item 1, all prices submitted shall be firm and fixed for the initial one-year contract term, thereafter, price increases will be considered annually.



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### Question 5:

We note the liquidated damages provision in Section III Article 28.5 on pages 34-35 of the RFP. How frequently have liquidated damages been assessed under the current contract?

Response 5:

Liquidated damages have not been assessed under the current contract.

### Question 6:

Can Section IV Article 1 on page 40 of the RFP be revised as follows to reflect those parameters?

- On line 6, replace the phrase “caused or alleged to be caused, in whole or in part” with the phrase “to the extent caused or alleged to be caused.”
- On lines 16-18, replace the phrase “except where it is proven that those Losses are solely as a result of Indemnitee’s own negligent or willful acts or omissions” with the phrase “except to the extent it is established, whether by judgment or settlement mutually agreeable to the parties, that Losses are caused by Indemnitee’s own negligent or willful acts or omissions.”

Response 6:

Section IV – Insurance and Indemnification, Item 1 will remain unchanged.

### Question 7:

We note that the City requires that the City’s rights as an additional insured extend to the Contractor’s entire tower of insurance. Note Section IV Article 2.1.1 3rd bulleted item on page 41 of the RFP and Section IV Article 2.1.2 2nd bulleted item on page 41 of the RFP. Our company maintains insurance limits that are commensurate with our size and scope of operations. This requirement may appear facially fair, but in effect it compels big firms to provide much larger amounts of insurance. Although each bidder may offer the specified insurance coverage, in the case of a large bidder, the City would be getting access to tens of millions more insurance than it would from other smaller bidders. Such a result is unfair. That requirement also effectively precludes us from accessing any portion of our insurance to satisfy other claims from time to time. However, we appreciate the City’s desire for additional coverage, and therefore we propose a compromise whereby all Commercial General Liability limits will be increased to \$10 million and Auto Liability limits will be increased to \$5 million per accident in exchange for deletion of the cited sections. Is the proposed compromise acceptable?

Response 7:

Section IV – Insurance and Indemnification, Items 2.1.1 and 2.1.2 will remain unchanged.

### Question 8:

Can Section IV Article 2.1.1 and Section IV Article 2.1.2 on pages 40-41 of the RFP be revised as follows to reflect those parameters?

- Section IV Article 2.1.1 1st bulleted item on page 41 of the RFP:
  - On line 1, replace the word “name” with the word “include.”
  - On line 5, replace the phrase “arising out of the” with the phrase “to the extent caused by or allegedly caused by negligence in the conduct of.”
  - Insert the phrase “and up to the required insurance coverage amount” at the end of the article.
- Delete Section IV Article 2.1.1 2nd bulleted item on page 41 of the RFP in its entirety.
- Section IV Article 2.1.2 1st bulleted item on page 41 of the RFP:
  - On line 2, replace the phrase “arising out of the” with the phrase “to the extent caused by or allegedly caused by negligence in the conduct of.”
  - Insert the phrase “and up to the required insurance coverage amount” at the end of the article.

Response 8:

Section IV – Insurance and Indemnification, Items 2.1.1 and 2.1.2 will remain unchanged.



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**Question 9:**

Are all times listed in the IFB in Mountain Standard Time?

Response 9:

All times are local Phoenix time.

**Question 10:**

Is the scope/size of this bid identical with the current contract?

Response 10:

The size and scope of this solicitation has changed from the current contract. A public records request may be submitted through the City Clerk's office to view the current contract.

**Question 11:**

Is there no M/WBE requirement for this bid?

Response 11:

There is no Minority or Women's Business Enterprise requirement in this solicitation.

**Question 12:**

Are there any significant changes from the previous bid?

Response 12:

This solicitation has changes from the previous bid. A public records request may be submitted through the City Clerk's office to view the current contract.

**Question 13:**

Who is responsible for furnishing supplies; paper products, trash can liner, hand soaps, and chemicals?

Response 13:

The City will furnish hand towels; toilet tissue; hand soap; toilet seat covers and feminine hygiene product. Contractor will be responsible for the trash can liners and their own cleaning chemicals. Contractor will supply all of their cleaning equipment (mops; mop buckets; brooms; dust pans; vacuums; maid's cart, etc.). Contractor will also be responsible for their team's Personal Protective Equipment (PPE).

**Question 14:**

What is the required minimum wage for this contract?

Response 14:

The Contractor is responsible for all employee wages in accordance with local, State, and Federal laws. This solicitation, and any resulting contract, does not set the minimum wage requirement.

**Question 15:**

Why is this facility up for bid at this time?

Response 15:

The current contract term is near expiration.

**Question 16:**

How many hours day times services are required per day?

Response 16:

Cleaning will occur between the hours of 6:00am-6:00pm, Monday through Friday.



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**Question 17:**

What is the time frame for day porter's services if required?

Response 17:

The vendor will coordinate their team's cleaning schedule with the most of the work completed between 6:00am-2:30pm and a few custodians to maintain the buildings from 2:30pm-6:00pm. Contractor is responsible for creating the work schedule for its employees but must provide coverage from 6:00am-6:00pm as required in the Scope of Work.

**Question 18:**

Who is responsible for furnishing floor mats?

Response 18:

The City will provide entrance mats if needed.

**Question 19:**

Is there a collective bargaining agreement with the County or current vendor?

Response 19:

There is not a collective bargaining agreement.

**Question 20:**

Are the current vendor employees union members?

Response 20:

The contracted vendors are not part of a collective bargaining agreement.

**Question 21:**

Who is responsible for providing event set up and post event cleaning?

Response 21:

Contractor will provide the set ups (if needed) and cleanup afterwards to ensure the room/area is ready for the next group.

**Question 22:**

Will there be one vendor selected to provide services to the city of Phoenix? Or will it be multiple vendors?

Response 22:

The solicitation is an all or none bid, however, the City reserves the right to multiple award if deemed most advantageous.

**Question 23:**

If multiple vendors are selected, do you happen to know how much square footage will each one be given?

Response 23:

If multiple vendors are selected, square footage has not yet been determined.

**Question 24:**

Many events are hosted in the various buildings. What is the average length of time that these events last?

Response 24:

Most of the events/meetings occur during business hours. A small percentage (estimate of 3% - 5%) of the events run until after business hours. All events/meetings must be completed by 8:00pm.



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**Question 25:**

Specific to the Calvin C. Goode Building, the suggested cleaning schedule (page 60) has 2 custodians listed from 9:30pm to 6:00pm. I assume that should be 6:00am? Additionally, it does not suggest any personnel between 2:30PM and 6:00PM. Is there personnel needed for this time frame?

**Response 25:**

The correct time is 9:30am-6:00pm. See correction on page one of this addendum.

**Question 26:**

Parking is not provided for our personnel. Can you provide some direction as to where staff is expected to park, and approximate expense associated with daily parking?

**Response 26:**

Contracted staff members (working downtown) can park within the Employee garage (310 W. Adams Street) for downtown at a cost of \$47 per vehicle (the amount is subject to change at any time). Commuter or Shared parking is at a reduced rate. Vendor pays for all parking costs.

**Question 27:**

Can you further clarify expectations relative to day shift? (Page 56) says a lead needs to be on-site and available between 6:00am and 6:00pm at each location. Some of the locations are small, like the Phoenix City Council Chambers. Does the city want a day porter on-site for the full day shift?

**Response 27:**

The City looks to the vendor to have one voice representing the vendor. The relationship between the one voice from the vendor and the person from the City will maintain open dialogue throughout the day (6:00am-6:00pm). Vendor is required to provide an English-speaking person to be able to communicate with the city liaison.

**Question 28:**

What is the bid proposal evaluation criteria for this IFB? What sections of a proposer's proposal is graded more heavily?

**Response 28:**

The Group 1 Grand Total will be used to determine the lowest bid(s), as listed on the Section VI – Submittal Spreadsheet. Also see Section I, Item 16 for award of contract criteria.

The balance of the specifications and instructions remain the same. Interested parties must acknowledge receipt and acceptance of this addendum by returning the entire addendum with the inquiry.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_